



# ORGANIZATION OF THE DEFENSE LOGISTICS AGENCY (DLA) CHILD DEVELOPMENT PROGRAM GUIDANCE PACKAGE

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The guiding principal of this guidance package is to provide high quality, affordable child care for the employees of DLA as defined in the Department of Defense Instruction (DODI) 6060.2. These child development programs will support DLA employees as they strive to balance work and family responsibilities. All child development programs shall reflect knowledge and understanding of the growth of children. The program will provide experiences that enhance and support children's physical, social, emotional, and intellectual development. Developmentally appropriate programs are both age and individually appropriate.

The tools included in the DLA Guidance Package are:

- 1) **Statement of Work (SOW) Template.** This tool supports the development of a contract to operate contractor managed child development programs.
- 2) **Child Development Program Instruction (CDPI).** This tool provides the guidance for all DLA child development programs. The intent is for programs to replace the draft CDPI with the CDPI dated October 2002 included on the compact disc provided by HQ DLA. The CDPI format facilitates duplication, inclusion of installation specific information, and easy addition of future revisions.

The instruction contains five major sections:

- **Section 1** contains guidance specific to program management for a contractor managed child development program
- **Section 2** contains guidance specific to program management for an installation managed child development program
- **Section 3** contains guidance specific to program management for an installation that offers contracted child care spaces.
- **Section 4** contains guidance for the operation of all DLA child development programs, delivered by a contractor or an installation. Section 4 contains ten subsections, each focusing on one aspect of a child development program. The sub sections are: *Child Development Program Services and Support; Child Development Personnel; Risk Prevention and Management; Developmental Programming and Curriculum; Food; Health; Sanitation; Facilities; Fire Prevention; and Safety.* Following each subsection are listed the performance requirements and criteria specific to that section that will be used as the criteria during self evaluation and HQ DLA certification validation visits.
- **Section 5, Appendices** contains four categories of information. *Appendix A* contains the Required Formats, identified by their DLA form number. All forms are available in FormFlow. *Appendix B* contains required procedures. This information outlines the procedures all programs must follow. *Appendix C* provides resource information that includes samples and suggestions. *Appendix D* lists the resources used in the development of the Guidance Package.

## 3) **DLA Child Development Program User Manuals**

- *Excel Financial Worksheets.* Two workbooks, one for contractor managed and one for installation managed programs, containing 11 Excel worksheets are available on the compact disc.
- *Access Database.* The Access database tracks and monitors a program's compliance with performance requirements.